

State Workforce Investment Board Meeting - Minutes

April 12, 2012 – 1:00 – 3:00 p.m.
Department of Workforce Services
1385 S. State St., Salt Lake City, Utah

Members Present: Rich Thorn (Chair), Kristen Cox (DWS Executive Director), Deborah Bayle, Randall Bennett, Gifford Briggs, Joe Christopher, Christopher Conabee, Ken Davey, Christine Healy, Deanna Hopkins, Lori Irwin, James Judd, Marty Kelly (for Larry Shumway), Paul Leggett, Daniel Marriott, Connie Nielsen, Lou Sansevero, Scott Snarr, Scott Snelson (for Rob Brems), Don Uchida, Randy Welsh, James Whitaker (SWIB Staff)

Not Present: Karen Alvey, Stanley Ellington, Sandy Phillips, Bruce Rigby, Don Salazar, William Sederburg, Wesley Smith

AGENDA	DISCUSSION	RECOMMENDATIONS/ACTIONS
Welcome and Opening Business	<p>Rich Thorn welcomed the group and introduced new members:</p> <ul style="list-style-type: none"> Deborah Bayle - President and CEO of United Way of Salt Lake Paul Leggett - Executive Director of the Utah Community Action Partnership Lori Irwin - Learning and Development Director for Rio Tinto Kennecott Utah Copper Karen Alvey – Alvey Development & Management (Excused, will introduce during our July 12 meeting) 	<p>ACTION: Rich called for approval of the January 12, 2012 meeting minutes. Joe Christopher moved to accept the minutes as written. James Judd seconded the motion, the motion carried.</p>
Executive Director's Report	<p>Kristen Cox provided an update on the recently completed Legislative session.</p> <ul style="list-style-type: none"> This is the time of year we start looking at our operational budgets and priorities for the upcoming fiscal year. As we move forward in this process we want to make sure we engage the SWIB. Our budget is fine. We did take a \$98,000 reduction to General Assistance. These cuts will be absorbed through administrative efficiencies so we don't impact benefits to our customers. We are increasing benefits to our General Assistance clients for the first time in years. Legislative Bills <ul style="list-style-type: none"> Reduction of UI Taxes on Social Tax, reducing the maximum rate for employers. HB 139 - Housing & Community Development merging into Department of Workforce Services. Effective date is July 1, 2012. Kristen chairs the Transitional Housing and Community Development Advisory Board, which has oversight regarding the transition process. Their first meeting is Monday. HB155 - "Drug Testing Bill". This is limited to TANF (Temporary Assistance for Needy Families) customers. Customers are asked to take a SASSI test. If the SASSI test indicates drug use, the customer will then be drug tested. Treatment will be offered. Customers can receive benefits as long as they are in treatment. Moving forward with Pay for Performance plans for DWS staff. 	

Chairman's Report and Updates	<p>Feedback on General Issues - Moving forward, what are the biggest issues DWS needs to pay attention to?</p> <ul style="list-style-type: none"> • Joe Christopher is happy to see the Governor and other state-level leaders work on consolidation of services issues. In too many cases, similar programs are being done in different agencies, with lots of duplication. This is waste of public funds. • Economic development and job growth in Utah. Big issues with skills gap. • Connecting with workforce planning efforts • Some worry with the merging of Department of Workforce Services and Housing Community. Fear of the unknown. How will things play out? • Expand WorkKeys training. This is an extremely valuable tool. • Scott Snarr talked about 12-week "College of Assembly" program, where Assembly Technicians come in minimally qualified and leave with important skills. This could be a model for other efforts. • The spotlight is always on new jobs. What about existing jobs? We need people to fill these positions. <p>Chairman's Report</p> <ul style="list-style-type: none"> • The Executive Committee met in March the minutes from this meeting were posted online. • Rich asked Jim Judd, a representative of our labor organizations, to be a member of our Executive Committee. Jim accepted the assignment • Christine Healy accepted the assignment to be on the State Youth Council • Karen Alvey, Deborah Bayle, Lori Irwin and Paul Leggett all accepted assignments on the Coordination and Services Committee. • Rich gave all SWIB attendees a copy of the Membership Manual. This is tailored to the new member, but it also has updated and helpful information for those experienced members of the Board as well. <p>Grants Update (Lynn Purdin)</p> <ul style="list-style-type: none"> • In March, DWS applied for a Workforce Innovation Fund Grant with DOL, in partnership with the State of Montana. The money would be used for upgrading our labor exchange system, especially integrating this system with education initiatives such as Utah Futures. • The SWIB was not a required partner or approver for this grant; however, Rich Thorn sent a letter of support to add impetus to the grant. • Trade Adjustment Assistance Community College and Career Training Grants. Several of our UCAT and USHE institutions are expected to apply, whether as individual institutions or as consortia members. In the application, they are to show evidence of engagement and collaboration with the public workforce system, one-stop career centers, or workforce system partners. The deadline for those submitting grants is May 24, 2012. <p>One Stop Partners Umbrella MOU (Lynn Purdin)</p> <ul style="list-style-type: none"> • We are in the beginning stages of renewing the MOU that expires June 30, 2012. • DWS sends out an updated draft to partners, who make their input. The completed draft, with partner input, is then submitted to SWIB for approval. Once SWIB approves, we'll get the partner signatures and do all the official contract things that are typical. 	<p>Rich asked the group for its input for a large employer representative from the energy sector, extraction and/or processing. Or from large agriculture.</p> <p>ACTION: All.</p> <p>Send recommendations to Rich Thorn or James Whitaker.</p>
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Utah Workforce Investment Act/Wagner-Peyser	<ul style="list-style-type: none"> ● It is a Workforce Investment Act requirement that we have this memorandum of understanding. ● Expect to see emails from James Whitaker asking for your input. ● The intent is to formalize cooperation and collaboration so that we meet the intent of the law. <p>Utah Workforce Investment Act/Wagner Peyser State Plan Proposed Timeline for Completing- Program Year 2012/State Fiscal Year 2013:</p> <ul style="list-style-type: none"> ● Five-year State Plan or request for extension of current state plan is due April 16, 2012. Utah is submitting a request for an extension of the current state plan. We expect approval. ● State Plan draft scheduled to be completed June 12, 2012. This will be posted for public comment (30 days). We will need SWIB input, which the Coordination & Services Committee will provide. ● State Plan vote at quarterly SWIB meeting July 12, 2012. ● Target is to submit State Plan to U.S. Department of Labor (USDOL) by July 20th. 	
Yearly Report on Approved Training Providers	<p>Yearly Report on Approved Training Providers</p> <ul style="list-style-type: none"> ● This report is for the SWIB's information. No action is required. ● As of January 6, 2012, there were 99 approved training providers. Of these, 57 are Title IV. Title IV Schools are governed by the US Dept of Education. So Education reviews these programs. By WIA Law, the school and all of their programs are approved once the school completes an application. Title IV school applications do not require SWIB approval. ● The other 42 schools provide training in a variety of subjects that can be grouped into these categories: Medical/Dental, Cosmetology/Nail Technician, Computer Skills, Transportation/Heavy Equipment. ● The SWIB only votes on the non-Title IV schools. 	
Determining Employer Needs	<p>Determining Employer Needs (Kim Auberger)</p> <ul style="list-style-type: none"> ● PowerPoint presentation is attached ● Purpose of Annual Employer Workforce Needs Report ● Supports demand-driven strategy ● Ensures information for planning ● Provides point-in-time employer information ● Identifies employer needs methodology & tools ● Combines sources of employer needs data ● Ensures formal quarterly review of economic information ● Includes the new High-level Economic Analysis Tool (HEAT) ● The Wage & Occupation Openings Data (WOOD) tool is being developed ● Four key employer workforce needs identified: Candidates with job qualifications, candidates with soft skills, a dynamic labor exchange system, data gathering tools and products 	
Overall Economic Conditions	<p>Overall Economic Conditions (Mark Knold) – Presented a historical view of the economy and projection for the near term:</p> <ul style="list-style-type: none"> ● Current Condition of Utah's Economy and Impact on the Workforce – This PowerPoint 	

<p>Skills Gap Analysis - Initial Findings</p>	<p>presentation is posted on the website as part of the “Determining Employer Needs” presentation.</p> <ul style="list-style-type: none"> • The presentation emphasized the importance of growing the economy so that it can absorb both the unemployed who have been on the sidelines due to the economic downturn and also the emerging workforce aging into the economy. <p>Skills Gap Analysis and Occupations in Demand – Initial Findings (Carrie Mayne):</p> <ul style="list-style-type: none"> • This presentation is also posted on the website as part of the “Determining Employer Needs” PowerPoint presentation. • There has been much discussion about training gaps and skills gaps. This presentation used a “stock and flow” methodology to focus on the nursing career field. DWS will employ this methodology also in the future to examine other critical occupations where there are reported skills/training gaps. 	
<p>Committee Reports: State Youth Council; Coordination and Services Committee</p>	<p>Committee Reports</p> <ul style="list-style-type: none"> • State Youth Council and Youth Services (Jane Broadhead) <ul style="list-style-type: none"> • In the process of restructuring refocusing the committee. • Putting together a slideshow presentation. Want to reach more employer organizations and have a consistent message for partner youth serving agencies around the State. • Planning to meet with the Society of Human Resource Management. We are trying to get on their agenda for their September conference. • Want to meet with State Office of Education Guidance Counselors during their conference in June. • Working on a list of agencies that serve youth. • Coordination and Services Committee Responsibilities (Daniel Marriott) <ul style="list-style-type: none"> • Committee Responsibilities- Committee will have an important role to review the State Plan and also Economic Service Area (ESA) plans. The Committee will assist the Area Representatives by providing a perspective from outside that ESA regarding their area plans and also review achievement of outcomes. • DWS Priority Range (Daniel Marriott) <ul style="list-style-type: none"> • DWS has developed a point system that falls within three main categories: Open the Flow; Maintain the Flow; Slow the Flow. There are point levels within these three main categories. This helps to regulate the expenditure of training funds by adjusting the eligibility criteria so that funds are available for customers throughout the year. In the past, approval for movement between the three main categories had to be approved by the SWIB. Also, any change to the priority level within these main categories had to be consistent in all ESA’s. • The Coordination and Services Committee recommended that the current priority range be determined by each ESA. SWIB will meet its responsibility to maintain control over the process, because changes will be reported regularly to the Board, along with the status of expenditures. 	<p>ACTION: Daniel presented a motion to allow flexibility for ESA’s, allowing them to change priority ranges. James Judd seconded the motion, and the motion carried.</p>
<p>Work/Life Awards</p>	<p>Work/Life Awards: Results of the New Approach (Lynette Rasmussen)</p> <ul style="list-style-type: none"> • The Work/Life Awards recognizes Utah’s Best Places to Work. This past year, they changed the process and some of the details of the award, while keeping the focus on building better places 	

Public Comment Period	<p>to work.</p> <ul style="list-style-type: none"> • In 2011 each company's award data was quantified and formulated in an Index Score from 0-100. Based on the overall Index Scores, the top 20 companies are honored with the Utah Work/Life Award- Utah's Best Places to Work. • A pamphlet was included in the SWIB packet. • Lynette encouraged members to participate. How to participate is on page 10 in the pamphlet. <p>Public Comments:</p> <p>Karen Silver- Wonderful to see the Board's interest and participation in formulating the Workforce Investment Act plans. The Law states that each Economic Service Area should have a mechanism for consumers and the public that provides input about Workforce Services programs. Can the ESA Plans describe this mechanism?</p>	<p>Request- ESA indicate how they obtain public comment on plans</p>
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Utah Economic Analysis – May 2012
Mark Knold, Chief Economist
Utah Department of Workforce Services

- The Utah economy continues to show numbers revealing an economy with little change over the past six months. The economy is growing the employment base, but it has been “stuck” around 2.5% growth since the latter months of 2011 (April anomaly dip aside). The unemployment rate is down compared to a year ago, but hasn’t changed much over the past six months.
- The Utah economy is waiting for some help from the outside world, but unfortunately the world is focused upon the European debt situation and there are too many questions surrounding that issue. The result is the markets are hesitant and bearish toward this situation. This manifests through the stock markets, which trickles down to the business community, which comes down to the individual. In short, the help that the Utah market is lacking is not seen as being forthcoming anytime soon.
- The unemployment rate remains unchanged at 6.0% for this month. The Utah job gains are pulling people off of the unemployed rolls, but there is still a large quantity of potential workers who have drifted out of the labor force over the past four years, so we will need more from the economy to absorb 6% unemployment if we wish to reverse the recession and its consequences.
- Some of the news coming from the housing arena is starting to look up. Sales are up, offers are up, homebuilders have nearly drawn down their inventory, realtors are seeing more foot traffic and offers—these are all signs of a housing market that has passed its nadir and is signaling the start of a rebound. We don’t expect too much help from the construction market this year, but the housing market does have a way of turning rapidly when it does turn. Prices and mortgage rates are extremely favorable right now, so we will see if that can get the market to move.
- The energy market in Utah is strong, so that supports job gains in the Uintah Basin.
- A frequently asked question: Is the Utah economy getting better or worse? Generally when you have job growth the economy is getting better. But the job growth has to be larger than the labor force growth, or you are actually adding to the unemployment ranks and things are getting worse. Currently, Utah’s 12-month employment growth is just enough to absorb its normal 12-month labor force growth. So the economy is holding even in that regard, but not repairing the setback during the recession. The number of initial unemployment insurance claims is at its lowest level in four years, and this is an additional signal that the economy is not getting worse.

**SWIB Grant Approval Process:
Trade Adjustment Assistance Community College and Career Training Grants Program
2012**

Submissions

Individual Institutions:

Utah Valley University – Cybersecurity Career Pathways
Weber State University – Healthcare Professions Accelerated Certificates
Ogden-Weber Applied Technology College – Advanced Manufacturing, Health Care

Consortiums:

Utah College of Applied Technology/MATC – Utah CASE (Completion Acceleration Supporting Employment)
Forsyth Technical Community College – Consortium for Bioscience Credentials (Salt Lake City Community College)
Mt. Wachusett – Complete College America (Utah College of Applied Technology)

Endorsements

Individual Institutions:

Utah Valley University

Consortiums:

Utah College of Applied Technology
Forsyth Technical Community College (SLCC)
Mt. Wachusett (UCAT)

Process

- The SWIB Grants Review Committee met to review the first five submissions.
- Oral presentations via phone conference were offered. The three individual institutions, as well as the UCAT consortium, made presentations.
- Requests for additional information were sent to the submitters, and responses were received from all.
- The Committee met a second time and determined which institutions/consortiums would receive endorsements.
- The Committee reviewed a late submission for the Mt. Wachusett consortium and determined via email to endorse the project.
- SWIB Chair, Rich Thorn, approved and signed all letters of commitment.

State Workforce Investment Board - Grants /Funding Opportunities Review Committee

Guidelines for Requests for Letters of Support or RFP Endorsement

Revision Date: 6/18/2012

Purpose:

To establish guidelines for organizations and partnerships requesting letters of support, Request For Proposal/Federal Funding Opportunity endorsement or support for other initiatives that require SWIB approval.

Requirements:

The request must meet the following criteria:

1. The request must be made by a legal entity.
2. The request must be aligned with specific solicitation criteria.
3. The request is consistent with or supports the SWIB state plan and strategic direction.
4. The request is related to workforce research or the provision of workforce development services, such as training, reemployment, assessment, supportive services, curriculum development, and pathway development.
5. The request is received not less than 21 days prior to its due date. (Sometimes the RFP or SGA deadline may not allow for a 3-week review prior to the required submission deadline. The applicant should call the SWIB coordinator to set up an alternative and reasonable time frame.)
6. The request includes a completed SWIB Funding Opportunity Concept Template (attached) or the information requested therein.

Evaluation Elements:

Upon determining that the proposal meets the basic criteria above, the SWIB will also consider at least the following elements when evaluating the request:

1. Non-Duplication

Does the program present a new initiative or pathway that does not exist or is not readily accessible? If the proposed program does duplicate an existing activity, are there special circumstances that warrant its development (targeted to a special population, addresses unmet needs, breaks down existing barriers, establishes better integration of services, etc.)?

2. Partnership & Collaboration

Does the proposed program involve interagency collaboration in its service delivery approach? Has the local Economic Service Area, the local One Stop or other impacted workforce partners been contacted, and do they have a clear role in the proposed program (if appropriate)? Have the roles or expectations of the SWIB been clearly identified?

3. Private Sector Involvement

Does the activity or program address an identified business or industry demand? How has the private sector been involved? Who are the employer partners and what commitments have employers made? Is there strong evidence of employer involvement? Does the activity or program address an identified business or industry demand?

4. Community or Customer Needs

Will the proposed program enhance access for special or targeted populations and/or mitigate barriers? If appropriate, has a mechanism or process been identified for community involvement, customer input, or community-based partnerships?

5. Goals & Objectives

Are goals and objectives clearly defined and measurable? Will project status, performance measures and outcomes be shared with the SWIB?

6. Innovation

Will the proposed program result in positive systemic changes? Are the changes based upon proven strategies or intended as a pilot?

7. Quality

Overall, is the proposed project of sufficient quality to warrant SWIB endorsement?

The SWIB reserves the right to amend the basic criteria and evaluation elements as it moves forward in its grants/proposal review process.

Applicants may be asked to conference with or appear before the SWIB Grants Review Committee to provide a short oral presentation on the proposed program.

Recording and Communicating Results

Upon receipt of the request, the SWIB Coordinator will confirm receipt to the applicant. The applicant will be notified of the date/time of oral presentations should they be determined necessary by the SWIB.

Following the review process, the SWIB will assign one of the following levels of approval/endorsement and will convey the results to the applicant via correspondence from the SWIB Chairperson or SWIB Coordinator.

1. Approved/Endorsed
2. Conditionally Approved/Endorsed
 - While the proposed program meets the majority of applicable criteria and addresses the evaluation elements, the SWIB has identified areas that require improvement, lack sufficient detail or otherwise need amendment.
 - The notification of Conditional Approval/Endorsement will state the reason that full approval was not granted. The applicant may be asked to provide clarification or additional information within a reasonable time frame.
3. Not Approved/Endorsed
 - A “not approved” status can result from any one or more of the following:
 - The proposed program information as presented was incomplete.
 - The proposed program did not adequately address one or more of the evaluation elements.
 - The proposed program was inconsistent with SWIB strategic goals.
 - The proposed program did not receive the highest ranking in such situations where only one (or a very few) submissions will be supported by the SWIB for a specific funding opportunity.

The SWIB correspondence will state the reason(s) approval was not granted.

SWIB Funding Opportunity Concept Template

Identification of Funding Opportunity Announcement/Notice:

Applicant Name:

Project Title:

Targeted Industries/Occupations (if applicable):

Partnership Members/Roles (including employers):

State Workforce Investment Board / Department of Workforce Services Role(s):

Estimated Funding Level Request:

Targeted Populations and Geographic Area to be Served:

Project Description:

Projected Outcomes (Estimate number of participants to be served and cost-per-participant, Describe how participant level demographic and other data will be tracked and reported):

Any Other Specific Requirements of the Announcement/Notice:

Workforce Investment Act (WIA) Youth Provider Approval

Program Year 2012

July 12, 2012

Why Request Approval?

Department of Workforce Services (DWS) announces a Request for Proposal (RFP) every 5 years to select WIA youth providers by competitive bid, as the law requires. During Program Year (PY) 2011 DWS moved from reimbursement contracts to fee-for-service contracts. The purpose for the change was to increase efficiency and serve additional at-risk youth. The goal for the increase in the number of youth served for the RFP was 20%; from 2,195 to 2,631 youth served during PY2011. The table below reflects the increase in the number of eligible participants served per ESA during PY2011. The statewide increase is 33.6%.

Economic Service Area (ESA)	Enrollments in WIA Youth on 7/1/2011 (WIA Youth & WIA Y Follow up)	Enrollment Goal for PY11 per minutes from 7/14/11 SYC meeting minutes (20% increase)	Total WIA Youth served during PY11 (7/1/11 enrollments plus new enrollments in PY11)
Bear River	195	234	233 or 16.4%
Wasatch Front North	677	810	962 or 29.7%
Wasatch Front South	622	746	968 or 35.8%
Mountainland	299	359	604 or 50.5%
Uintah Basin/Castle Country/Southeast	223	267	258 or 9.7%
Central Utah/Southwest	179	215	277 or 35.4%
Total	2195	2631	3302 or 33.6%

In an effort to effect continuous improvement, and to comply with the WIA, DWS monitors youth service delivery each year. The DWS Performance Review Team (PRT) conducts ongoing monitoring of WIA youth cases, which results in an annual compliance rating for each ESA. For the State Youth Council to recommend to the State Workforce Investment Board that the existing WIA youth providers continue delivering services during the upcoming program year, ESAs must achieve an 88% compliance rating. ESAs falling below 88% must create a corrective action plan, and have one year to raise the rating to the required level or higher. If a provider is unsuccessful, DWS will announce an RFP to solicit a new provider.

Acknowledgement of State Youth Council

The State Youth Council acknowledges the provider results for PY 2011 (7/1/11 through 6/30/12) and the results for all areas exceeded the required 88% compliance level. Data for the Mountainland and Wasatch Front South ESAs is for 10/1/11 to 6/20/12 because DWS began delivering services on that date. The data for the other ESAs is from 7/1/11 to 6/20/12. Congratulations to each area for exceeding the required compliance level!

- Bear River – 94.52% on 18 edits
- Wasatch Front North – 94.09% on 184 edits
- Wasatch Front South – 98.04% on 188 edits
- Mountainland – 93.23% on 159 edits
- Uintah Basin/Castle Country/Southeast – 91.56% on 36 edits
- Central Utah/Southwest – 92.87% on 61 edits

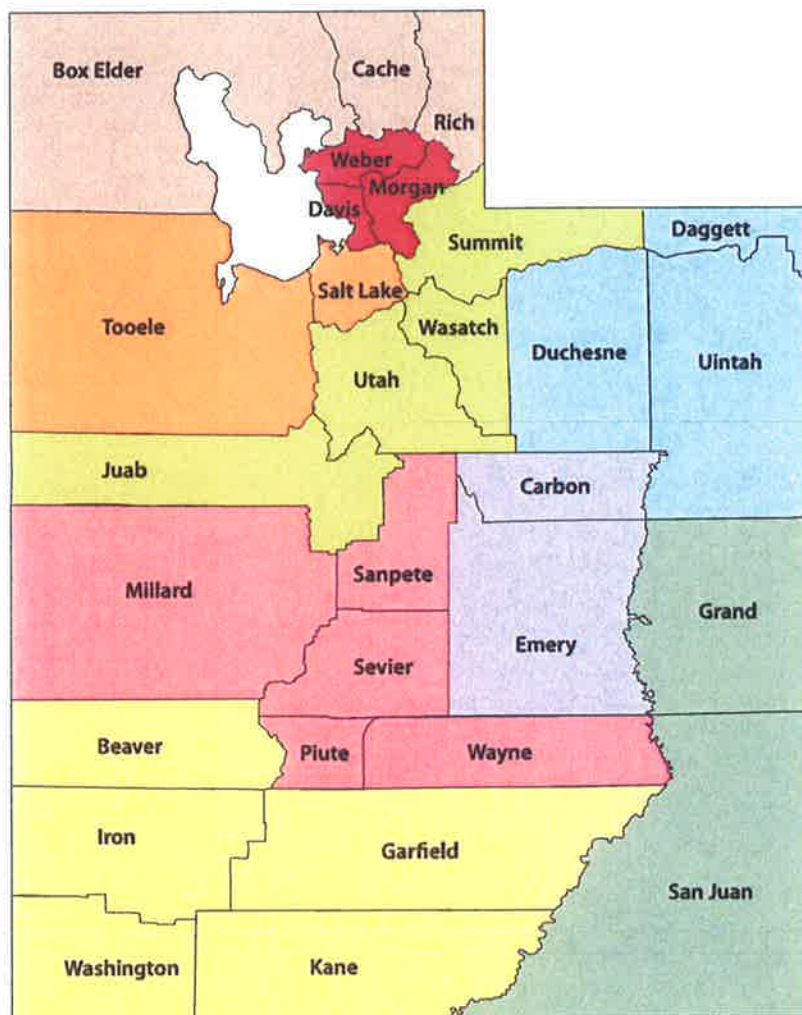
State Workforce Investment Board Interaction

Randy Welsh, State Youth Council Chair, will ask for the State Workforce Investment Board's endorsement of the State Youth Council's recommendation to continue the status quo, at the SWIB meeting.



Economic Service Areas Plans Executive Summaries

2012-2013



Economic Service Areas and Area Directors

Bear River: Kristen Donoviel	Central Utah	} Jan Thompson
Wasatch Front North: Randy Hopkins	Southwest	
Wasatch Front South: Steve Leyba	Uintah Basin	} Shelly Ivie
Mountainland: Brent Newren	Castle Country	
	Southeast	

Introduction

These Executive Summaries of the Department's nine Economic Service Areas were prepared from the full Service Area Plans as submitted by the Service Area Directors. Each summary highlights the Area Descriptions, Industry and Occupation Focus, Supply-side and Demand-side issues as well as Key Workforce Challenges and Outcomes.

If you would like to review the complete Service Area Plans, contact James Whitaker at jameswhitaker@utah.gov or the appropriate Service Area Director.

Bear River ESA Plan Summary – 2013

1 – Area overview: The Bear River service area consists of three counties: Box Elder, Cache and Rich. The ESA experienced an unemployment rate of nearly 10% over the past year but is currently enjoying an overall average of 5.7% unemployment rate. The other two counties experienced an increase in unemployment claims and market changes that have affected the economic structure of the service area. However, Cache County's larger population and relatively stronger economy meant the ESA's overall unemployment rate was lower than the State average.

2 – Industry and Occupation Focus: A service area once known heavily for agriculture and manufacturing is in the planning process this year to diversify employment opportunities and return to a high paying environment. Key industries have been identified for the service area to include: Healthcare, manufacturing, leisure and hospitality, renewable energy, and retail. Box Elder County has been designated as a "Smart Site" indicating that the county has in place (1) an available, highly trained telecom technical workforce, (2) facilities wired for these business needs, and (3) two current technical training locations available to upgrade any needed skills.

3 – Demand-Side Issues (employer/partner efforts): The ability to properly and promptly identify the needs of the local employer is key to the sustainability of the local community in Bear River. Collaboration with education, community partners and local employers will be a huge focus for Bear River. Virtual advisory boards, crosswalk efforts for transferrable skills, skills analysis, BEAR and appropriate MOU's are currently in place or in the development stage. A robust job exchange process is in place coupled with a system to prepare customers for employment.

4 – Supply-Side Issues (job seeker information): The number of applications per job continues to be very high, so job seekers face a highly competitive job market. Education, experience, and job readiness skills are the key to reattach to the workforce. Thus, a crucial focus will be on job readiness skills. Collaboration with the educational institutions to implement a joint effort with a job preparation and placement system will be important to connect customers at every portal in the community with proper and up to date job placement techniques and services.

5 – Key Workforce Challenges: Key industries in Bear River experienced significant staff reductions. The positions lost in the service area have not been replaced, and the wages for the positions available are much lower. However, several companies are prospecting in the Bear River area and existing companies are beginning to expand. The expansion of USU's regional campus in Brigham City will bring jobs, education, and recognition to the county.

6 – Key Desired Outcomes or Goals:

- Increase referrals to job preparation and work readiness activities.
- Increase collaboration efforts for placements with our temporary assistance customers.
- Identify employer needs beyond ordinary means and ensure approved training programs match the skills that employers identify as necessary.
- Increase employment retention rates.

Castle Country, Southeast, and Uintah Basin Economic Service Areas Plan Summary – SFY 2013

1 – AREA OVERVIEW: The three Economic Service Areas include the following counties (their respective unemployment rates are shown for May 2011 and May 2012):

	<i>County</i>	<i>May 2011</i>	<i>May 2012</i>
Castle Country (CC)	Carbon	7.3%	6.6%
	Emery	7.9%	7.1%
Southeast (SE)	Grand	10.9%	8.5%
	San Juan	12.6%	10.1%
Uintah Basin (UB)	Daggett	6.6%	4.5%
	Duchesne	6.0%	4.2%
	Uintah	5.6%	4.1%

2 – INDUSTRY AND OCCUPATION FOCUS: Energy (Coal Production, Power Generation, Oil and Natural Gas Exploration and Production), Transportation, Construction, Healthcare, Mining (Copper, Gilsonite and Phosphate), Lodging and Accommodation, and Government. While these are key large industries, we consider every job, in a large or a small business, important.

3 – DEMAND-SIDE (EMPLOYER/PARTNER EFFORTS):

- Continue efforts to engage employers using DWS services. Overall goal is to increase employer market share.
- Support local hiring and industry events such as planning assistance, hosting and resourcing events.
- Build on the partnership of local economic development directors and programs supportive of efforts to increase job opportunities.
- Continue to support BEAR initiatives in our local communities by providing knowledge, skills and resources to address issues identified with local survey.

4 – SUPPLY-SIDE ISSUES (JOB SEEKER SUPPORT):

- Use local job fairs/industry events to recruit available job seekers and encourage registration on jobs.utah.gov.
- Address identified skill gap shortage of job seekers with local UCAT institution and USU to develop needed training programs within area, including the development of a student internship program where the students gain hands-on, real-world experience in their field of study.
- Increase job seeker engagement to ensure they are work-ready to meet the needs of employers.
- Continue to seek methods to successfully engage our underemployed population and Unemployment Insurance recipients in activities that lead to employment.
- Continue to improve our current placement model, which will increase number of job seekers placed successfully in employment while driving down the cost per placement.

5 – KEY ECONOMIC CHALLENGES:

- Persistent high rates of unemployment in our tourism-based counties, Grand and San Juan.
- Layoffs and possible closures in the coal mines and power plants of Carbon and Emery Counties.
- Limited economic opportunities and economic diversity in our seven counties.

6 – KEY DESIRED OUTCOMES/GOALS:

- Continue to evaluate the skill level of staff through edits, reviews and observation. When gaps in skill levels are identified or requested, training will be developed and provided.
- Continue working with various agencies such as Vocational Rehab, DCFS, JJS, Higher Education, Veteran programs, etc., to meet the needs of our populations with special needs. Continue to support current Advisory Employer Groups and Youth Advisory Groups.
- Focus Job Growth Fund projects on efforts to meet the needs of industry and economic growth in the ESA's.

Central Utah Economic Service Area Plan Summary – SFY 2013

1 - AREA OVERVIEW: Central Utah ESA provides access to all DWS services through the five employment centers located in Sevier, Sanpete, Wayne, Piute, and Millard Counties. As the economic recovery and expansion continues, the Central ESA should see most facets of its economy gain strength, although pockets of distress will likely persist. Nevertheless, most job-losing counties should move into the black, and overall job growth should improve in 2012. In tandem with a better employment picture, jobless rates are also expected to decrease.

2 - INDUSTRY AND OCCUPATION FOCUS: Construction and extraction (mining) occupations accounted for the highest share of the Central Utah ESA jobs posted on the Department of Workforce Services labor exchange system between February 2011 and March 2012. Transportation/material moving and sales, and farming/fishing/forestry occupations were also among the top five producers of job openings. While we have “targeted” industries as related to anticipated job growth and occupations in demand, we will work with employers in any industry, if we determine it will have a positive economic impact in our service area.

3 - DEMAND-SIDE ISSUES (EMPLOYER/PARTNER EFFORTS): In order to create an employer focused workforce system that effectively helps to prepare DWS customers for the jobs of today and tomorrow, DWS will continue to work toward aligning the efforts of economic development, education/training, workforce development, government and employers at the local level. We will continue to partner and leverage resources in order to help employers create jobs and retain jobs in addition to developing a skilled workforce to attract new employers to our local area.

4 - SUPPLY-SIDE ISSUES (JOB SEEKER INFORMATION): Our goal is to prepare our job-seeking customers to meet the demands of our targeted employers while helping more individuals find employment with a self-sustaining wage. We will meet those needs by:

- Increasing one-on-one appointments with customer to assist with work readiness evaluations and employment goals.
- Matching customers with appropriate job order based on skills and employer needs.
- Working closely with WIA training customers to improve training completions.
- Training all DWS customers on MyCase, My UI, and jobs.utah.gov.
- Helping customers create self-sufficiency, ultimately eliminating the need for temporary assistance.

5 - KEY WORKFORCE CHALLENGES: Our goal is to ensure that every employer has access to a skilled workforce and every job seeker has access to meaningful employment, resulting in economic growth and vitality. Employment is the most valuable outcome; therefore, all services will remain focused on increasing employment outcomes for all DWS customers.

6 - KEY DESIRED OUTCOMES OR GOALS: Central Utah ESA will execute throughput operating strategies to:

- Increase employer market share.
- Increase referrals to job preparation and work readiness activities.
- Increase job placements with our temporary assistance customers.
- Ensure approved training programs match the skills that employers identify as necessary.

Southwest Economic Service Area Plan Summary – SFY 2013

1 - AREA OVERVIEW: Southwest ESA provides access to all DWS services through the five employment centers located in Beaver, Garfield, Iron, Kane, and Washington Counties. As the economic recovery and expansion carries on, the Southwest ESA should observe most facets of its economy improve. Even the housing market is showing signs of hope. The Southwest ESA should see continued and improving job growth in 2012 as well as declining unemployment rates.

2 - INDUSTRY AND OCCUPATION FOCUS: In coordination with our education and economic development partners within Southwest ESA, we will focus on preparing DWS customers with occupational skills in manufacturing, transportation and warehousing, high-tech, and healthcare occupations. While we have “targeted” industries as related to anticipated job growth and occupations in demand, we will work with employers in any industry, if we determine it will have a positive economic impact in our service area.

3 - DEMAND-SIDE ISSUES (EMPLOYER/PARTNER EFFORTS): In order to create an employer focused workforce system that effectively helps to prepare DWS customers for the jobs of today and tomorrow, DWS will continue to work towards aligning the efforts of economic development, education/training, workforce development, government and employers at the local level. We will continue to partner and leverage resources in order to help employers create jobs and retain jobs in addition to developing a skilled workforce to attract new employers to our local area.

4 - SUPPLY-SIDE ISSUES (JOB SEEKER INFORMATION): Our goal is to prepare our job-seeking customers to meet the demands of our targeted employers while helping more individuals find employment with a self-sustaining wage. We will meet those needs by:

- Increasing one-on-one appointments with customer to assist with work readiness evaluations and employment goals.
- Matching customers with appropriate job order based on skills and employer needs.
- Working closely with WIA training customers to improve training completions.
- Training all DWS customers on MyCase, My UI, and jobs.utah.gov.
- Helping customers create self-sufficiency, ultimately eliminating the need for temporary assistance.

5 - KEY WORKFORCE CHALLENGES: Our goal is to ensure that every employer has access to a skilled workforce and every job seeker has access to meaningful employment, resulting in economic growth and vitality. Employment is the most valuable outcome; therefore, all services will remain focused on increasing employment outcomes for all DWS customers.

6 - KEY DESIRED OUTCOMES OR GOALS: Southwest ESA will execute throughput operating strategies to:

- Increase employer market share.
- Increase referrals to job preparation and work readiness activities.
- Increase job placements with our temporary assistance customers.
- Ensure approved training programs match the skills that employers identify as necessary.

Mountainland Economic Service Area Plan Summary – 2013

1 - AREA OVERVIEW: The Mountainland Economic Service Area (ESA) serves four counties - Utah, Summit, Wasatch and Juab. The unemployment rate in the ESA peaked in summer of 2011 and is trending downward, with a current unemployment rate of 5.8%.

2 - INDUSTRY AND OCCUPATION FOCUS: Healthcare, construction, leisure/hospitality (tourism), manufacturing, transportation, retail, professional/business services, and information/technology. We identify our targeted industries and employers in those industries but work with all employers who require our assistance. We also work with emerging industries such as digital media and energy.

3 - DEMAND-SIDE ISSUE (EMPLOYER/PARTNER EFFORTS): We have restructured and increased the number of staff working directly with employers in targeted industries to determine occupations in demand. Staff will strategize how to meet the current and future workforce needs of employers and offer training to jobseekers for occupations in demand. Because of this increased resource, coupled with a more focused data collection and analysis process, we anticipate we will meet with more employers and increase the number of job orders in our labor exchange by 10%. The desired outcomes are more qualified applicants to meet the needs of employers and employment for the qualified job seeker.

4 - SUPPLY-SIDE ISSUES (JOB SEEKER SUPPORT): Staff will collaborate to crosswalk targeted employer needs with qualified job seekers. We will work to make job seekers more qualified by referring them to Job Club and/or workshops. We will use the Work Success process for those customers who are deemed “work ready.” Two different training opportunities based on targeted industries (customer service and food service) have been developed by our training providers to help us increase customers’ skills and improve retention. Using these two training resources, plus other training and OJTs, we will focus on our Family Employment Program (FEP) resources to support our work-first approach.

5 - KEY WORKFORCE CHALLENGES:

- Using labor market information to develop an awareness of local supply and demand trends. Staff will grow our market share and use targeted employers and diverse contact resources.
- Engaging staff to operate at full capacity to generate throughput and close temporary assistance cases due to employment.
- Leveraging resources like Job Club and Workshops to maximize throughput of job seekers getting placed in employment.
- Engaging myJobEx inventory to ensure participation and quality.
- Providing service to existing employers and growing market share while maximizing our job development team’s capacity.

6 - KEY DESIRED OUTCOMES OR GOALS:

- Increased throughput of job seekers placed in employment.
- Decreased inventory of job seekers.
- Reduced operational expense.
- More employers connecting to qualified, work-ready applicants through DWS.
- Greater employer market share.
- TA case closure goals.

Wasatch Front North Economic Service Area Plan Summary – SFY 2013

1 - AREA OVERVIEW: The Wasatch Front North Economic Service Area (ESA) covers Weber, Davis and Morgan counties. The unemployment rate in Weber County is 7.1%, Davis County 5.9%, and Morgan County 6.0%.

2 - INDUSTRY AND OCCUPATION FOCUS: The largest industries in our area are manufacturing, retail trade, professional business services, education and healthcare. With Hill Air force Base being one of the largest employers in the state, we will continue to support and be actively involved with the Utah Cluster Acceleration Partnership (UCAP) for Aerospace and Defense. Growing the Aerospace Industry will increase the number of high paying jobs in our area.

3 - DEMAND-SIDE ISSUES (EMPLOYER/PARTNER EFFORTS): We continue to connect with employers through membership and activity in various organizations, including the Chambers of Commerce, the Utah Manufacturers Association, the Applied Technology College (ATC) employer advisory boards, and the Northern Utah Human Resource Association. We will initiate employer focus groups to ascertain the needs of employers as well as market our resources and services to employers.

4 - SUPPLY-SIDE ISSUES (JOB SEEKER SUPPORT): Even though we are seeing signs of economic recovery, we still have a large population of job seekers. The Work Readiness Evaluation tool is used to assess the needs of job seekers and to help them gain the skills necessary to become employed. Work ready customers are placed in our Job Exchange system for more intense job matching activities. Customers receiving temporary assistance are scheduled to attend workshops that teach proper job searching and interviewing techniques.

5 - KEY WORKFORCE CHALLENGES: There are not enough suitable jobs available for all job seekers. Less educated customers stay on unemployment benefits longer and have a more difficult experience finding employment. Average levels of educational attainment are lower in Weber County than in Davis or Morgan Counties.

6 - KEY DESIRED OUTCOMES OR GOALS:

- Reduce the duration rate of unemployment claimants.
- Continue to partner with local economic development entities to help bring in new employers.
- Offer financial incentives to help existing employers increase their workforce.
- Partner with the Ogden City School District to increase high school completion rates.

Wasatch Front South Economic Service Area Plan Summary – 2013

1 - AREA OVERVIEW: The Wasatch Front South (WFS) Economic Service Area (ESA) includes Salt Lake and Tooele counties. The current unemployment rate in Salt Lake is 5.9%, while Tooele's is 6.7%.

2 - INDUSTRY AND OCCUPATION FOCUS: Construction, Manufacturing, Transportation, Warehousing, Information, Waste Management, and Health Care. Though targeting industries relating to anticipated job growth and occupations in demand, we will work with employers in any industry, if we determine it will have a positive economic impact in our service area.

3 - DEMAND-SIDE ISSUES (EMPLOYER/PARTNER EFFORTS): Our goal is to continue to develop key partnerships with employers, ensuring a thorough understanding of their workforce needs. We recognize those needs as follows:

- Job candidates with the necessary qualifications as well as successful soft skills,
- A dynamic, accessible, and user-friendly labor exchange system, and
- Reliable tools containing accurate occupational wage data and demographic information.

We will meet those needs by:

- Increasing the use of the Job Exchange as well as the WorkKeys and KeyTrain assessments,
- Educating employers on the use of our online labor exchange system, and
- Working with economic development partners.

4 - SUPPLY-SIDE ISSUES (JOB SEEKER INFORMATION): Our goal is to prepare our job-seeking customers to meet the demands of our targeted employers while helping more individuals find employment with a self-sustaining wage. We recognize that job seekers need:

- A thorough assessment to determine their work readiness,
- To utilize more of the career counseling services offered, and
- To engage in more job preparation activities and job connecting activities.

We will meet those needs by:

- Increasing collaborative efforts with community partners to create job connecting opportunities,
- Utilizing the work readiness evaluation as well as WorkKeys and KeyTrain assessments,
- Referring qualified applicants to our Job Exchange, and
- Referring job seekers to targeted workshops, and exercising skills remediation as necessary.

5 - KEY WORKFORCE CHALLENGES: Utah's employment expansion is still operating within the shadow of the current recession, with job growth only enough to absorb new labor force growth and not enough to rebuild and re-employ recession job losses.

6 - KEY DESIRED OUTCOMES/GOALS: WFS will execute throughput operating strategies to:

- Increase employer market share,
- Increase referrals to job preparation and work readiness activities,
- Increase job placements with our temporary assistance customers, and
- Ensure approved training programs match the skills that employers identify as necessary.

THE SMALL BUSINESS BRIDGE GRANT PILOT PROGRAM

State Workforce Investment Board - July 12, 2012

Introduction: As part of the 2013 Job Growth Fund budget, the Department of Workforce Services (DWS) is rolling out a new pilot program focusing on small business job creation. The Small Business Bridge Grant Pilot Program (Bridge Program) will provide a limited reimbursement for small businesses that are willing to add new jobs to the economy.

The Bridge Program recognizes that one significant barrier for a small business to create a new job is the cost and man hours associated with advertising, interviewing, hiring and training a new employee. This program will help to mitigate the costs associated with creating a new position.

The Bridge Program will also provide funding for a recruitment program that will work in conjunction with the Governor's Office of Economic Development (GOED) programs. Recruitment funds will target small businesses that are considering locating in the State. The Bridge Program will also provide funding for retention of existing jobs that are threatened by closure or relocation.

General Grant Process: A business will fill out an application, which is submitted electronically. DWS will contact the business to let them know the application has been received. DWS will also verify that the employment information on the application is correct according to the most recent Quarterly Unemployment Insurance Report.

After the information has been verified and a reimbursement amount determined, the business will work with a Workforce Development Specialist for the execution of an agreement. Funding will be disbursed to the business as is appropriate to the respective businesses situation. If the business requires funds for up front training, funds may be disbursed up front. Funding may also be provided to a business after they have hired an employee to fill a position and have included the employee on one Quarterly Unemployment Insurance Report.

General Program Guidelines:

- For a job to qualify, it must pay at least 80% of the County Median Wage.
- A reimbursement amount will be determined by the number of jobs created:
 - o Each job created can qualify for between \$1,000 to \$2,000 dependent on wage,
 - o Strategic industry jobs can receive an additional amount of between \$500 and \$2,000,
 - o If the business hires a UI Claimant to fill the new job they can receive an addition \$500.
- Strategic industries' job bonuses align with GOED's cluster industries.
- Businesses must be current on UI payments and all taxes to participate.
- Newly created jobs cannot be seasonal or temporary.

Contact: For more information on the Bridge Program please feel free to contact Ben Hart: benhart@utah.gov, 801-526-9247 (office) or 801-649-9041 (cell)

UTAH OPEN & PUBLIC MEETINGS ACT

UTAH CODE ANN. §§52-4-101

et seq.

Declaration of Public Policy

(§52-4-102)

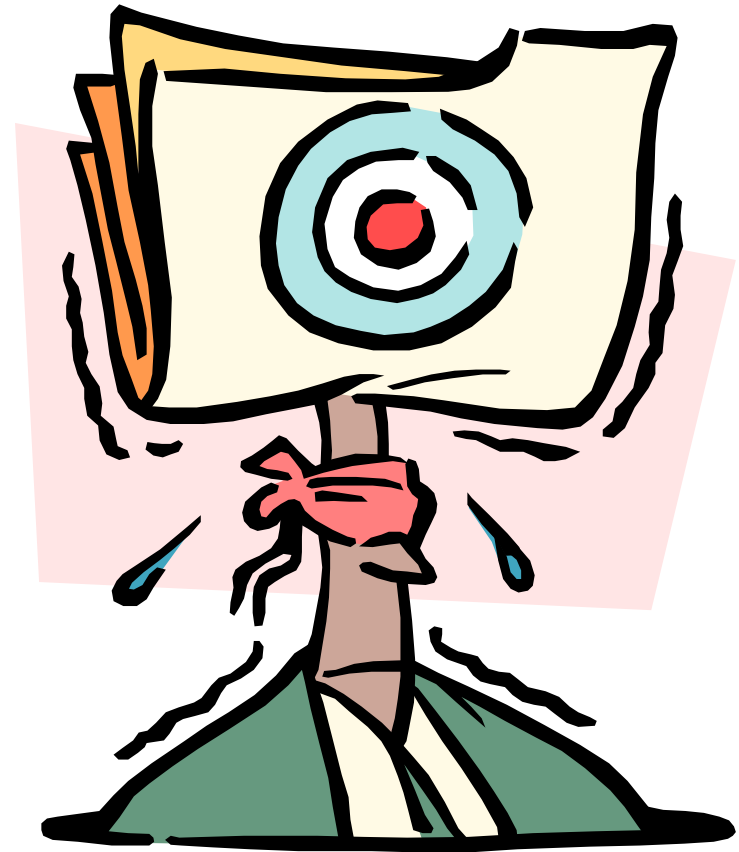
- (1) The Legislature finds and declares that the state, its agencies and political subdivisions exist to aid in the conduct of the peoples business.
- (2) It is the intent of the Legislature that the state, its agencies and its political subdivisions : (a) take their actions openly; and (b) conduct their deliberations openly.

UTAH OPEN & PUBLIC MEETINGS ACT

- WHAT DOES THE OPEN MEETINGS ACT DO?
 - “It requires government to take actions openly.”
 - “Ensures deliberations allow for an open public process.”

Who Is Subject To This Law?

- DO I HAVE TO FOLLOW THE LAW?
- YES, if you are:
 - An administrative, advisory, executive or legislative body of the state or its subdivisions and;
 - Were created by the Utah Constitution, statute, rule, ordinance or resolution
 - Consist of two or more persons
 - Spends, distributes or is supported by tax money
 - Has authority to make decisions about the public's business.



Examples

- DABC Commission
- State Records Committee
- Board of Pardons
- City or County Councils
- City or County Council Advisory Boards
 - Planning & zoning
 - Board of adjustments
 - Project committees
- Special Districts

Who Is Not Subject to Open Meetings law

- Political parties, groups and caucuses
- State Legislative conference, rules and sifting committees



§52-4-103(5)(a)

- WHAT IS A MEETING?
 - “Meeting” means the convening of a public body, with a **quorum** present, **including a workshop or an executive session** whether the meeting is held in person or by means of electronic communications, for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the public body has jurisdiction or advisory power, about, or acting upon a matter over which the public has jurisdiction or advisory power.”

§52-4-103(5)(b)

- WHAT DOES “MEETING” NOT MEAN?
 - A chance meeting
 - A social meeting
 - Meeting of a public body with **both** legislative and executive responsibilities where:
 - No public funds are appropriated for expenditure
 - Meeting solely for discussion or to implement administrative/operational matters for which no formal action by the public body is required
 - Meeting solely for discussion or to implement administrative/operational matters that would not come before the body for discussion or action

Attendance at Meetings

(§ 52-4-207)

- DO I HAVE TO ATTEND MEETINGS, OR CAN IT BE HELD WITHOUT PEOPLE IN THE SAME ROOM?
 - Can meet by phone or other electronic means which allows all participants to hear or observe communications
 - Must be adopted into existing rules/ordinance
 - Notice requirements still apply
 - Public must have a means to attend or participate



§52-4-202 Notice Requirements

- ARE THERE ANY NOTICE REQUIREMENTS?
- Yes, notice requires all of the following:
 - Must be posted as a written notice at the place where the meeting will be held
 - Must be given to at least one local general circulation newspaper or local media correspondent
 - After 01OCT2008, by posting notice to the “Utah Public Notice Website” 63F-1-701
 - At least 24 hours prior to meeting post:
 - Agenda including all action items stated with **reasonable specificity**
 - Date
 - Time
 - Place
 - Note Certain municipal public bodies may be exempt from posting on the Notice Website based on their budget.

§52-4-201, -204 & 205

Closed Meetings

- CAN A MEETING BE CLOSED TO THE PUBLIC? IF SO WHEN?
 - An open meeting can be closed for the following purposes:
 - Discussing an individual's character, professional competence, or physical or mental health
 - Strategy sessions to discuss collective bargaining
 - Strategy sessions to discuss pending or reasonably imminent litigation
 - Discussions regarding security personnel, devices or systems



– Closed Meetings (Cont.)

- An open meeting can be closed for the following purposes continued:
 - Investigative proceedings regarding allegations of criminal misconduct
 - Strategy sessions to discuss the purchase, exchange, lease or sale of water rights or water shares if public discussion would disclose the appraisal/estimated value of the property under consideration; or would prevent the transaction from being completed under the best possible terms
 - Strategy sessions to discuss the purchase, exchange, lease or sale of real property
 - Public notice of the terms and public approval of sale required
 - Water rights shares under certain conditions

Are There Any Meetings That Must Be Closed?

- NO
- The decision to close a meeting to the public is always discretionary, not mandatory. The law does not require any meeting to be closed.
- EXCEPTIONS The following must be closed:
 - A meeting of the Health and Human Services Committee to review a fatality review report
 - A meeting of the Child Welfare Legislative Oversight Panel to review a fatality review report

§52-4-204 Closing Meetings

- IS THERE A PROCESS TO CLOSE MEETINGS?
- YES, 52-4-204
 - A Quorum must be present.
 - Two-thirds of the members present must vote to close the meeting.
 - The body must first hold an open public meeting with proper notice before entering into the closed meeting.
 - The body must publicly disclose:
 - The vote by name of each member for or against entering into the closed meeting
 - The reasons for holding the closed meeting
 - Location of the closed meeting

What Is Forbidden During A Closed Meeting?

- You may not:
 - Approve any ordinance, resolution, rule, regulation, contract or appointment
 - Interview a person to fill an elected position
 - Take final action
 - Final votes must be open and on the record



WHAT ABOUT EMERGENCIES?

§ 52-4-202

- The law allows for meetings for “emergency or urgent” matters if:
 - The best notice practicable is given
 - The minutes include a statement of the unforeseen circumstances that made the meeting necessary



RECORDS OF OPEN MEETINGS

(§ 52-4-203)

- DO WE HAVE TO KEEP MINUTES AND/OR Recordings?
- YES TO BOTH!
- Even though there is a recording, the approved written minutes will be the official record.
- include both written minutes and recording of open meeting as public records.
- Public body shall establish and implement procedures for the public body's approval of the written minutes each meeting

.

What Are The Requirements For Keeping Minutes of Open Meetings?

- All minutes must include
 - Date/time
 - Place of meeting
 - Names of all members present or absent
- In addition minutes of open meetings must include
 - All matters proposed, discussed or decided
 - All names and substance of information from individuals giving testimony
 - Individual votes on each matter
 - Any additional information requested by a member

What are the Requirements For Keeping Minutes of Closed Meetings?

- Minutes of closed meetings must include
 - The names of others present at the closed meeting, unless it infringes on the purpose of the closed meeting
 - The closed meeting must be recorded and shall be complete and unedited
 - Note: There may be exceptions to this requirement see § 52-4-206(6)(a) and (b)
 - Detailed written minutes may be kept
 - Minutes and/or recordings of closed meetings are not public records.

§52-4-203(4) Minutes and Recordings of Open Meetings

- WHEN ARE THE MINUTES OF MEETINGS PUBLIC?
 - Written minutes and recordings of open meetings are public records pursuant to 63G-2-101 et seq. (GRAMA) and shall be released within a reasonable amount of time.

CONTINUATION §52-4-203(4)

- Written minutes shall be available to the public before final approval when the minutes are only awaiting formal approval.
- The minutes released prior to final approval must be identified as “unapproved”.
- The recording of a open meeting must be made available within 3 business days.

WHAT HAPPENS IF SOMEONE VIOLATES OPMA?

- 52-4-302 52-4-305
- A court can void any action in violation of the law
 - Sometimes a violation can be “cured” by discussing and taking a public vote in a subsequent meeting
 - May have to pay court costs and attorneys fees
 - “In addition to any other penalty under this chapter, a member of a public body who intentionally violates or intentionally abets or advises a violation of the closed meeting provisions of this chapter is guilty of a class B misdemeanor.” (6 mos. Jail and/or \$1,000.00 fine)



Common Violations Of OPMA

- Closing meetings without members of the body voting first in an open meeting to close the meeting
- Conducting a closed meeting for reasons other than those allowed by OPMA
- Taking official or final action in a closed meeting
- Failing to properly provide notice of a public meeting
- Failing to provide adequate notice of a public meeting

WHO CAN ENFORCE OPMA?

- The courts
- The Attorney General
- A County Attorney
- A private citizen who is an aggrieved party

UTAH OPEN & PUBLIC MEETINGS ACT

- HOW LONG DOES A PARTY HAVE TO PURSUE CORRECTIVE ACTION?
 - 90 Days
 - 30 Days if it involves, bonds, notes, or debt

UTAH OPEN & PUBLIC MEETINGS ACT

- QUESTIONS?